

CODE COMPLIANCE OFFICER

DISTINGUISHING FEATURES OF THE CLASS:

The work involves code compliance administration for all existing and new construction projects for County facilities. This position also includes review and knowledge of all facets of the NYS Uniform Building Codes including Fire Safety, ADA and other code requirements necessary to be compliant with the NYS guidelines. Work is performed under the direct supervision of the authority designated by the Commissioner. Supervision may be exercised over other personnel as authorized. Does related work as required.

TYPICAL WORK ACTIVITIES:

Must be familiar with the location and have working knowledge of all building mechanical, electrical, HVAC, plumbing, life safety, fire protection and security systems to ensure compliance and advise of any conditions that are out of the ordinary. Work with staff to develop and execute short and long term written reports and anticipated goals in support of the County's objectives. Oversee all new construction and renovation projects to ensure code compliance in all County facilities. Oversee all inspectors to ensure annual inspections are complete and reports are generated and filed with the State as necessary. Inspect facilities as necessary and generate reports. Participate in all management meetings on as required by immediate supervisor.

Write and finalize permits, code violations and annual reporting to the State for various County owned facilities. Be familiar with and conform to all existing and new NYS code requirements and any new laws that requires County compliance. Work with appropriate personnel to ensure that County maintains code compliance to ensure safety for building occupants and visitors.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of Microsoft Office software
Minimum of five years construction or code compliance experience in commercial buildings
Ability to handle multiple tasks and make decisions critical to the compliant operations of all County facilities. Working knowledge of the practices and procedures used to ensure the proper code requirements in public buildings; Working knowledge of property management practices used in public buildings; Working knowledge of procedures used in the emergency evacuation of public buildings; Ability to supervise others; Physically capable of performing the essential functions of the position with or without reasonable accommodation. Other Duties as requested by Supervisors

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Business Administration, Public Administration, Political Science or closely related field supplemented by five years of commercial real estate experience in a supervisory role.
- B) A minimum of Seven (7) years of experience working as a construction manager, code compliance officer or inspector at a commercial facility.
- C) An equivalent combination of education and experience as defined by the limits of (A) and (B).

SPECIAL REQUIREMENTS:

Possession of a valid NY State driver's license & United States Citizenship

Computer skills:

Proficient in Windows 2000, Microsoft Office 2000, (word, excel etc.) Microsoft Outlook (E-mail systems), MS Internet Explorer.